



kentucky**DESIGN&PRINT**services

200 Mero St. Frankfort, KY 40622

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print.ky.gov

Design & Print Request

Date _____ Due Date _____

Agency _____

Contact Person _____

Phone _____

Email _____

Proof Required

(If no, customer assumes responsibility for contents of final product and must sign here.)

Yes No Signature _____

Project Description

B/W

Color

of Pages

of Copies

Front & Back

Finish Size

Paper Color

Paper Stock

Notes and additional information:

Job # _____

Date _____

Funding Strip MUST be Completed

E-Mars template	
Department	
Fund	
Unit	
Object	
Function	
Other	

Finishing Options Check all that apply

<input type="checkbox"/>	Fold	<input type="checkbox"/>	Mount Foam Board
<input type="checkbox"/>	Perfect Bind	<input type="checkbox"/>	Laminate
<input type="checkbox"/>	GBC	<input type="checkbox"/>	Grommet
<input type="checkbox"/>	Spiral Bind	<input type="checkbox"/>	Photography
<input type="checkbox"/>	Saddle Staple	<input type="checkbox"/>	Burn to Disk
<input type="checkbox"/>	Upper Left Staple	<input type="checkbox"/>	Shrink Wrap
<input type="checkbox"/>	Punch	<input type="checkbox"/>	Pad/#
Other			

Cost

Design

Pre-Press

Printing

Bindery

Other

Total

**** If project has been quoted, Please attach quote. ****

Delivery Address

Delivery Confirmation

Signature _____ Date _____